

## CONTRACTOR CENTRAL APP

The Contractor Central app was created by Accela to empower contractors to easily request and schedule inspections, connect with inspectors, and communicate with peers on-site using their smart phones.

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## BENEFITS FOR CONTRACTORS

The benefits for contractors include:

- Schedule inspections from anywhere in minutes.
- Instant updates on inspections and projects.
- Permit pages help focus on the job at hand with quick access to a permit's contacts, professionals and dues; all in one place.
- Creation of one Civic ID to be used with all jurisdictions set up to use the Contractor Central app.

**\*\*Payments are not accepted in the app at this time. Records cannot be started in the app.**

## SETTING UP AN ACCOUNT IN PERMIT SONOMA

Sign up with Permit Sonoma online to obtain an account.

If you already have an account with Permit Sonoma skip to the next step.

Go to:  
<https://Prmd.sonomacounty.ca.gov/CitizenAccess/>

Click on:  
**NEW USERS: REGISTER FOR AN ACCOUNT**



prmd.sonomacounty.ca.gov

County of Sonoma

Residents Discover, Engage & Thrive | Business Trends, News & Resources | Visitors Explore Sonoma County | Your Government We Work for You

Permit Sonoma Online Permitting Tool

No Log in Required\*

Registration/logging in is not required for searching for property, zoning, or permit information. \*Registration/logging in is required in order to pay permit fees, schedule inspections, or apply for permits.

Chrome Users

The Google Chrome web browser will work for most functions of this site. But the interactive maps require Microsoft Silverlight, which is not supported in Chrome. To utilize the maps, please use Microsoft Internet Explorer or another Silverlight-enabled web browser.

Search Existing Permits ...

Home Building Engineering Fire Planning Well And Septic Enforcement Ag Comm


more

Advanced Search

User Name or E-mail:  Password:

☐ Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

General Information

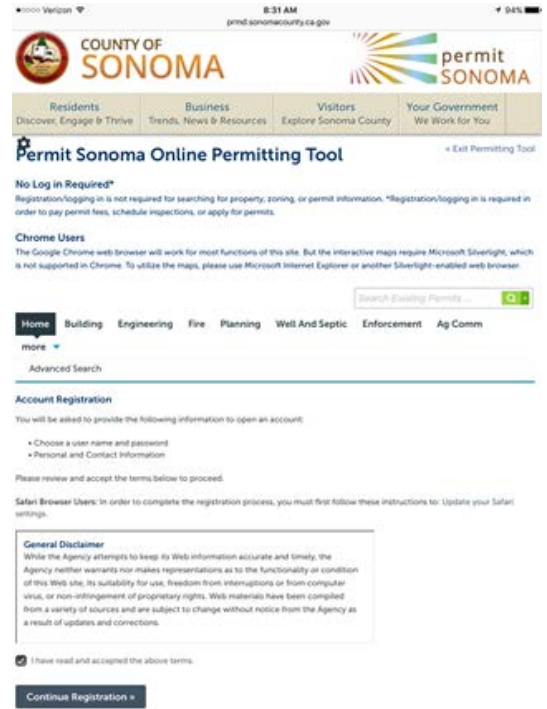
 [Lookup Property Information](#)  [Apply for a Permit](#)

Building

Follow the steps to set up an online account with Permit Sonoma.

Accept the General Disclaimer

Click CONTINUE REGISTRATION



**Permit Sonoma Online Permitting Tool**

**No Log in Required\***  
Registration/logging in is not required for searching for property, zoning, or permit information. \*Registration/logging in is required in order to pay permit fees, schedule inspections, or apply for permits.

**Chrome Users**  
The Google Chrome web browser will work for most functions of this site. But the interactive maps require Microsoft Silverlight, which is not supported in Chrome. To utilize the maps, please use Microsoft Internet Explorer or another Silverlight-enabled web browser.

**Account Registration**  
You will be asked to provide the following information to open an account:  
• Choose a user name and password  
• Personal and Contact Information  
Please review and accept the terms below to proceed.

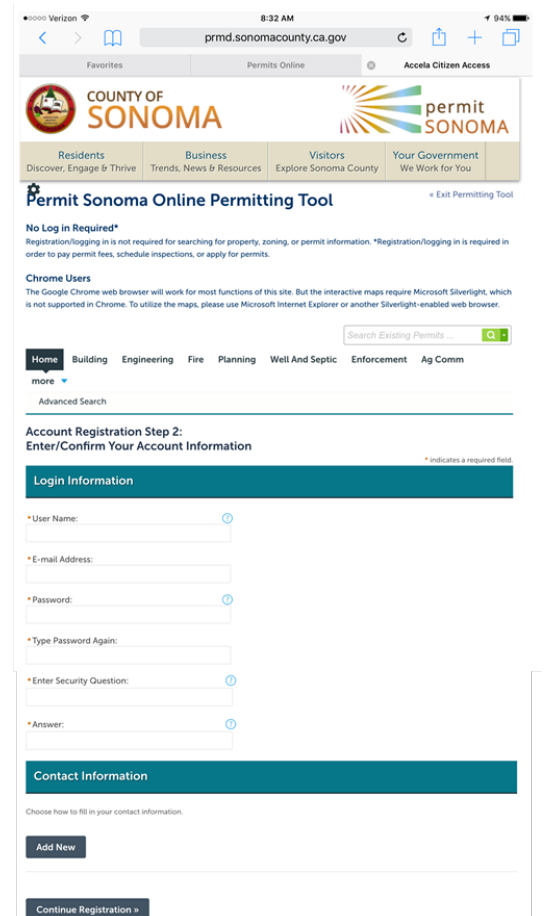
**General Disclaimer**  
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-alignment of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

☒ I have read and accepted the above terms.

**Continue Registration »**

Fill out all required (\*) fields

Click CONTINUE REGISTRATION



**Permit Sonoma Online Permitting Tool**

**Account Registration Step 2:  
Enter/Confirm Your Account Information**

**Login Information**

• User Name:

• E-mail Address:

• Password:

• Type Password Again:

• Enter Security Question:

• Answer:

**Contact Information**

Choose how to fill in your contact information.

**Add New**

**Continue Registration »**

## SETTING UP A CONTRACTOR CENTRAL ACCOUNT

Go to the app store on your mobile device. If you have a QR Code reader installed on your device you can scan the codes below.

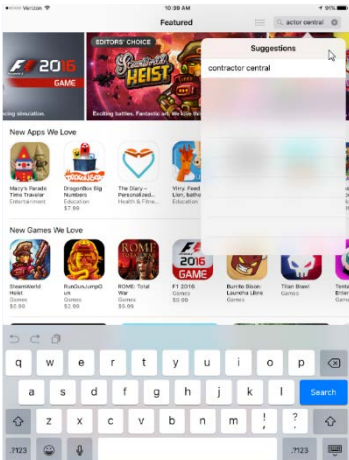


IOS device QR Code to get the app.



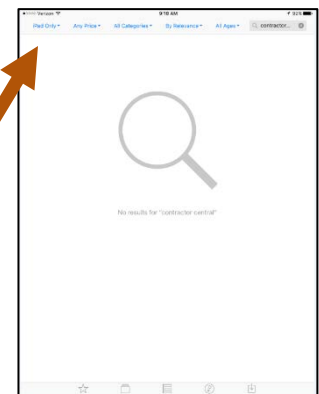
Android device QR Code to get the app.

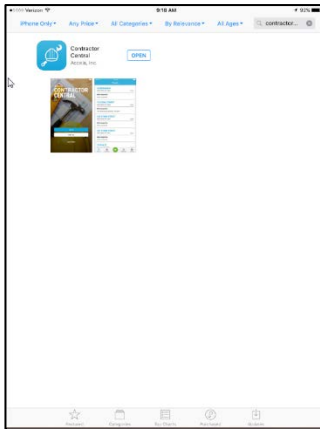
Search for “Contractor Central”. This is a free app so there will be no cost to you to download it.



The app icon looks like this

If you are on an iPad, change your filter (at the top) for *iPhone only*.

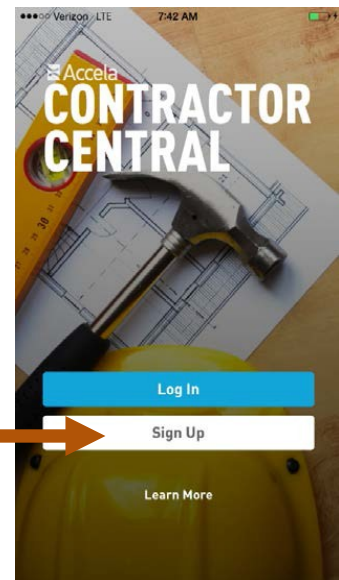




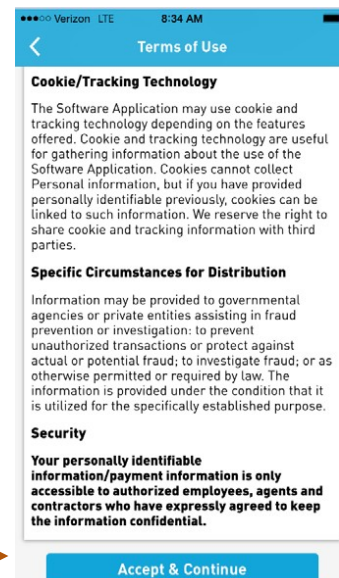
The app will appear and you will be able to download it to your iPad.



Select SIGN UP to create an account.



Agree to the Terms of Use by selecting Accept & Continue.

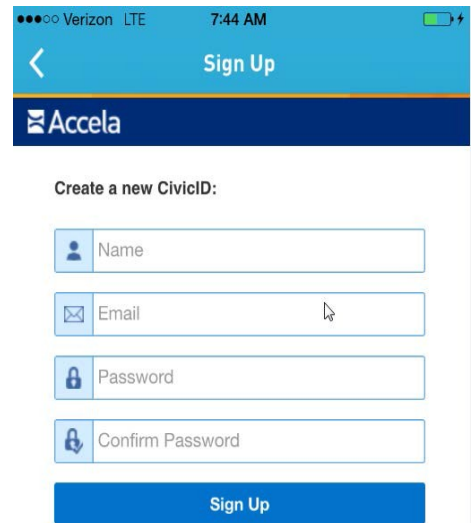
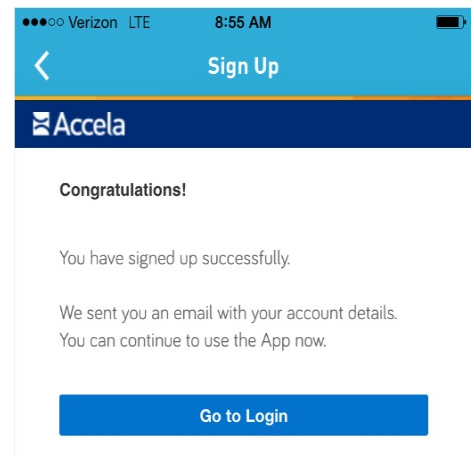


## CREATE YOUR CIVIC ID:

Create a new Civic ID. This ID can be used across municipalities and you can see projects across all jurisdictions you do business with that use this product. This Civic ID will be used to aggregate data across multiple ACA sites. For example, if you do business in multiple cities and counties that use ACA, you will have one Civic ID for all and then an individual login for each municipality. Once logged in, you can associate the different agencies to your Civic ID.

For more information on the Civic ID, please [click here](#).

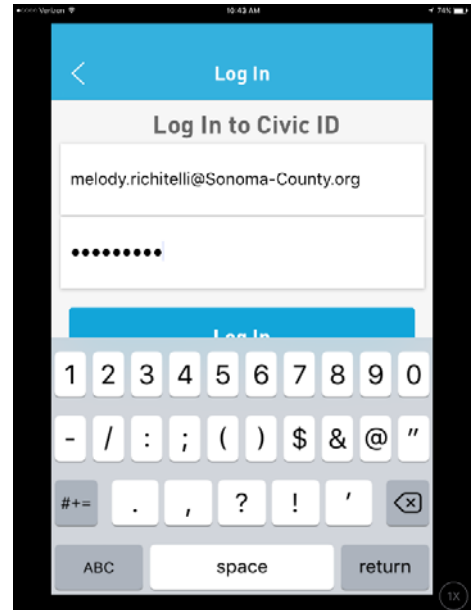
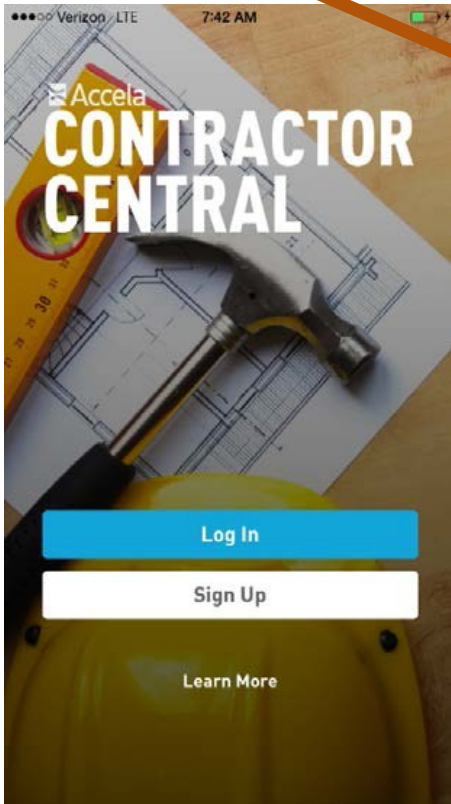
Enter your Name.  
 Enter your Email Address.  
 Enter a password.  
 Confirm the password.  
 Select Sign Up.

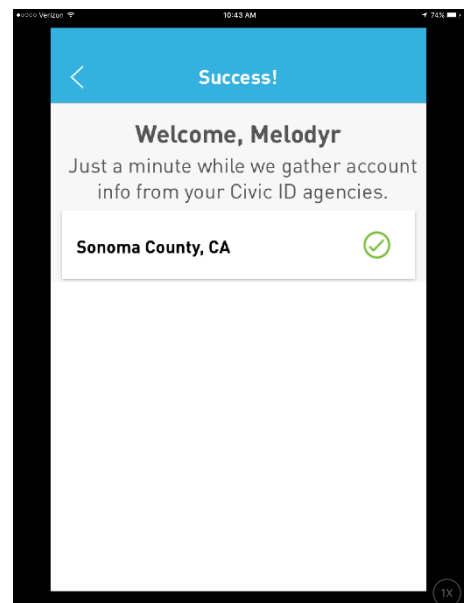
**CONGRATULATIONS!** You now have a Civic ID!

## LOGGING INTO CONTRACTOR CENTRAL

Log into the app using the Civic ID you created.  
 Select Log In.



Login Successful. This screen flashes for just a second so you may miss it.



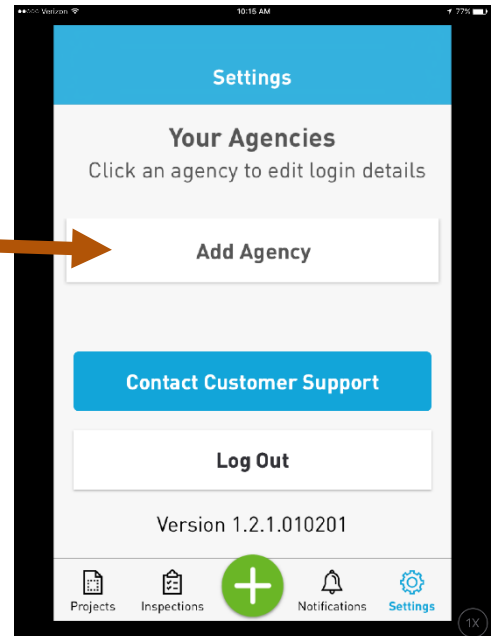
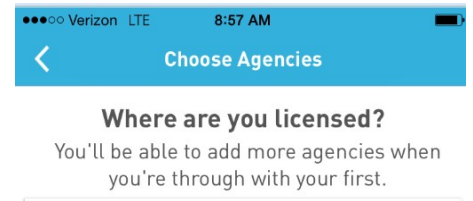


You will be prompted to add an agency:

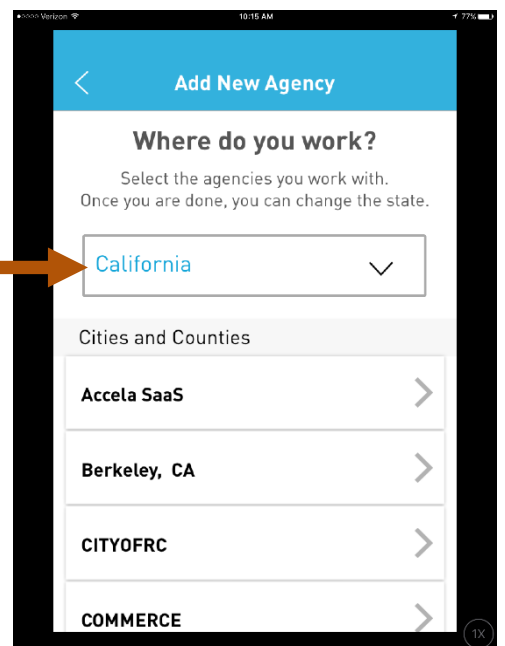
## ADDING AN AGENCY

In Settings.

Select ADD AGENCY.

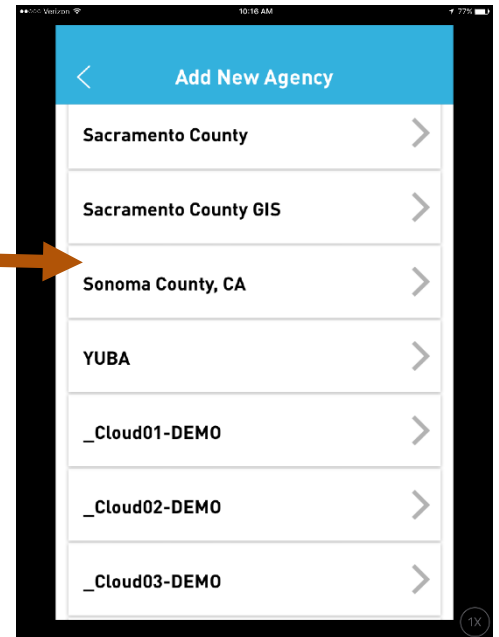


Choose your STATE

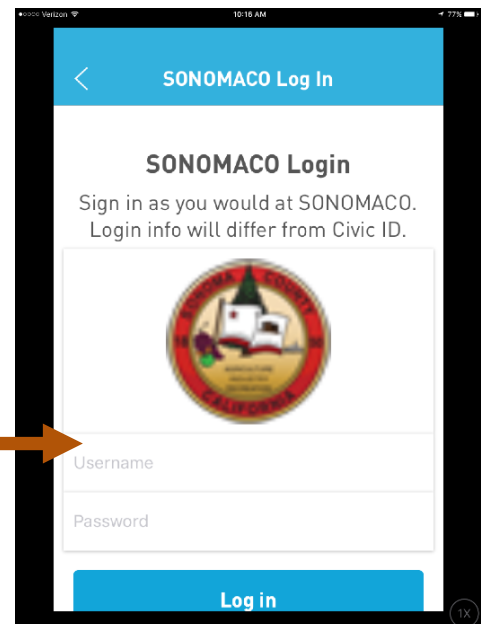




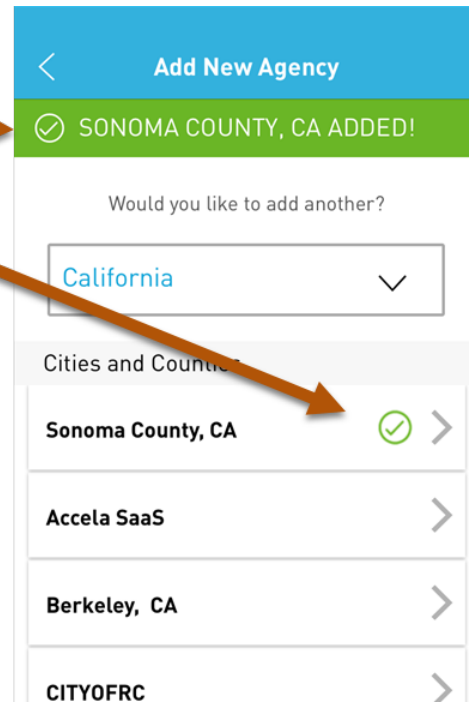
Scroll down to Choose SONOMA COUNTY, CA



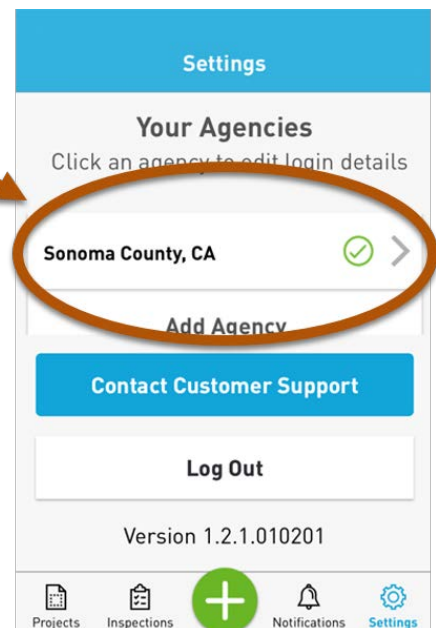
Use your Permit Sonoma login information  
And login to the agency.



**SUCCESS!**



You should see Sonoma County, CA listed as Your Agency.



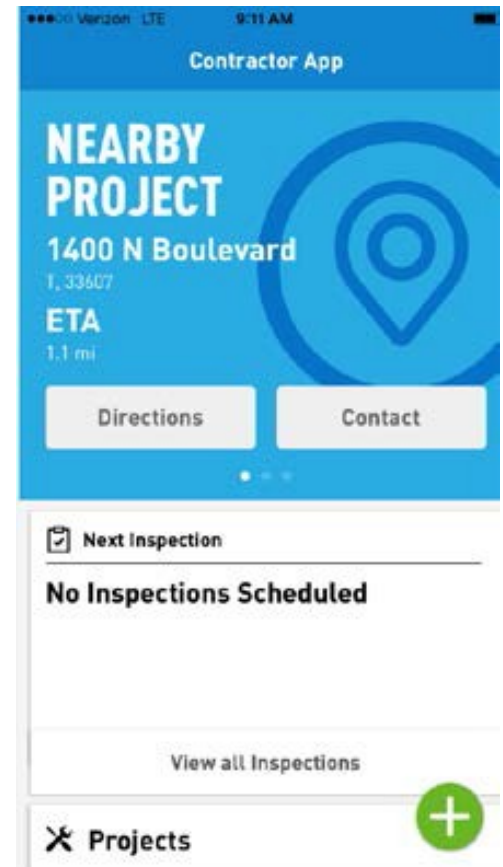
## CONTRACTOR CENTRAL APP OVERVIEW

The first screen is the home page for the Contractor Central app.

### INSPECTIONS

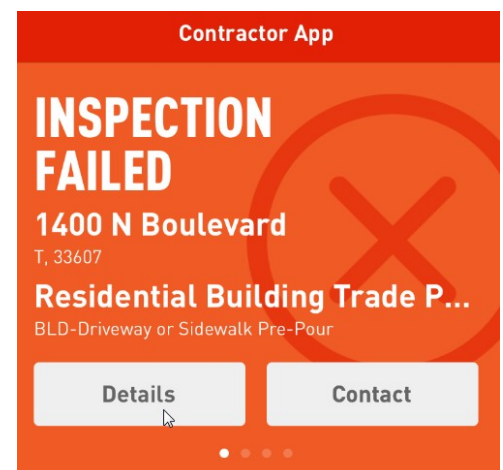
Swipe through the projects at the top of the screen to see the recent activity assigned to the Civic ID. This will display the scheduled inspections.

Select the plus sign to schedule an inspection from this page. See [Schedule Inspections](#).



The home page will show the most recent activity on addresses. For example, a recently disapproved inspection will appear in red.

To view more information, select Details.



Select Reschedule Inspection to reschedule the disapproved inspection.

The inspector name and inspection comments will display. The phone icon allows you to call the inspector directly without looking up his number.


Residential Building Trade Permit  
BLD-Erosion and Sediment Control

1400 N Boulevard  
T, 33607

**Inspection Failed**  
Inspected Today at NA

AP

Toni Spector  
Reporting Inspector



This is a test inspection.

Contractor App

INSPECTION  
FAILED

1400 N Boulevard  
T, 33607

Residential Building Trade P...  
BLD-Erosion and Sediment Control

Details
Contact

☒ Next Inspection

Tomorrow  
08:00AM -

Residential Building Trade Permit  
BLD-Insulation - Ceilings

Residential Building Trade Permit  
BLD-Insulation - Ceilings


Inspection Scheduled

Tomorrow  
08:00AM -

1400 N Boulevard  
T, 33607

Residential Building Trade Permit  
BLD-Insulation - Ceilings

On-Site Contact Details



Cancel
Reschedule

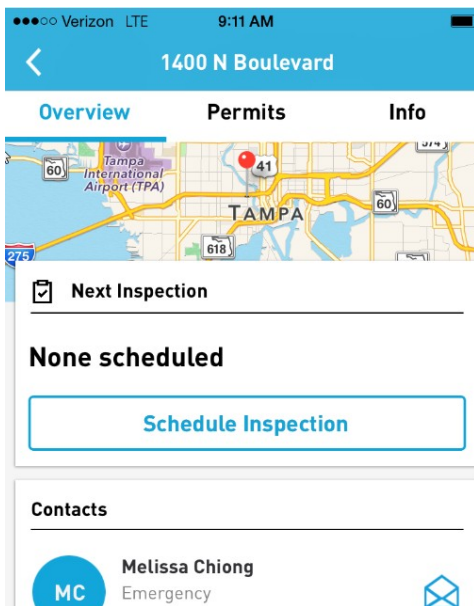
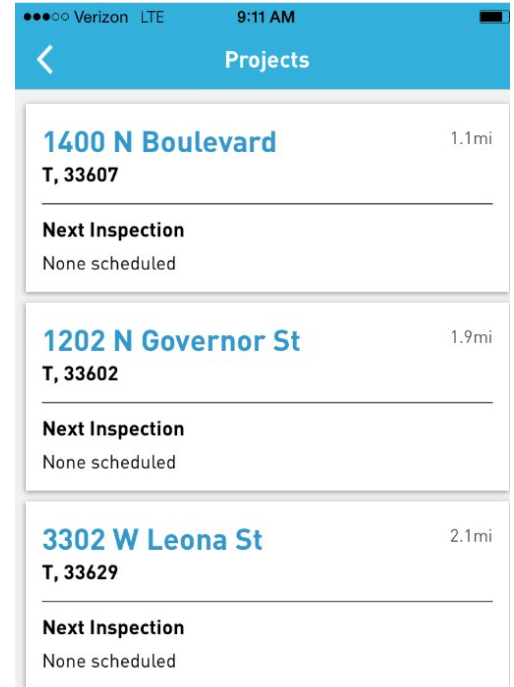
The next scheduled inspection will also display.

Select the Next Inspection to see the details or to Cancel or Reschedule it.

## PROJECTS

Select the Projects icon to view the list of projects associated to the Civic ID. Projects are grouped together by address.

To get more information on the project, select it.



## OVERVIEW

The Overview page will display the next scheduled inspection and all of the contacts on the record.

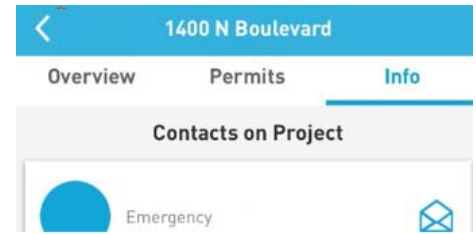
## PERMITS

The Permits page will allow you to see all permits on this address. Use the arrows to toggle through the records.

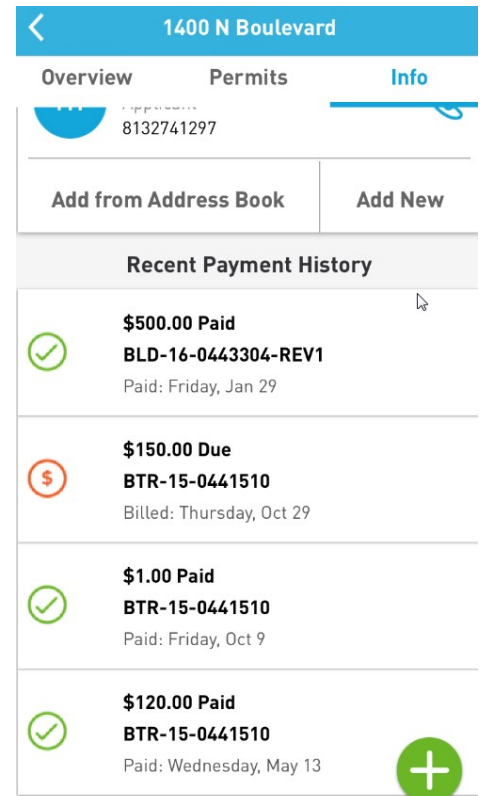


## INFO

The Info page displays all contacts on the project.

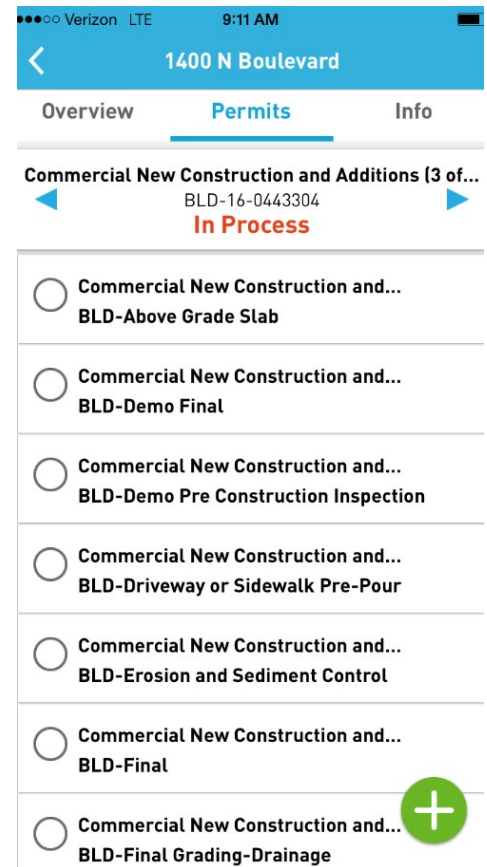


Scroll past the contacts on the project to see the payment history.



## SCHEDULE INSPECTIONS

From any of the screens mentioned, select SCHEDULE INSPECTIONS and select the desired inspection.



Select Schedule Inspection.







Verizon

LTE

9:18 AM

<

Schedule Inspection

Choose Time

1400 N Boulevard

T, 33607

Residential Building Trade Permit

BLD-Insulation - Ceilings

First Available Appointments

Tomorrow

08:00AM - 12:00PM

Tomorrow

01:00PM - 04:00PM

This Thursday

08:00AM - 12:00PM

View More Times

The screenshot shows the 'More Times' screen in the Google Calendar app. At the top, there is a blue header with a back arrow and the text 'More Times'. Below the header is a calendar grid for March 2016. The days of the week are labeled S, M, T, W, T, F, S. The date 2 is highlighted in a red circle. Below the calendar grid, there are two time slots listed: '08:00AM - 12:00PM' and '01:00PM - 04:00PM'. The date 'Wednesday, Mar 2' is displayed above the first time slot, and 'Thursday, Mar 3' is displayed above the second time slot.

S	M	T	W	T	F	S
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Wednesday, Mar 2

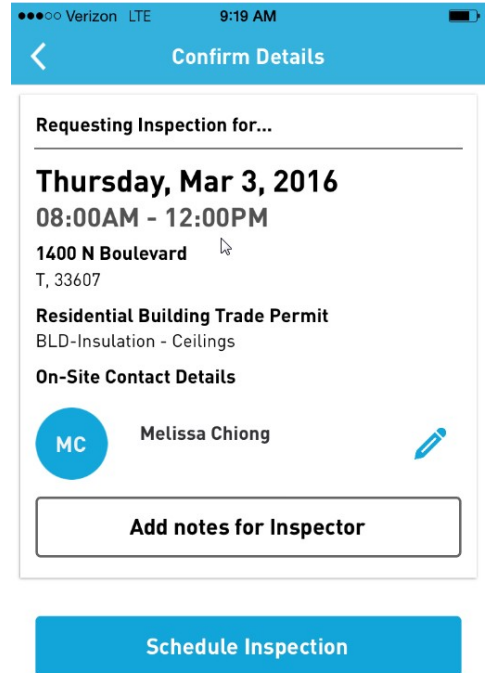
08:00AM - 12:00PM

01:00PM - 04:00PM

Thursday, Mar 3

08:00AM - 12:00PM

To add notes for the inspector, select Add Notes for Inspector.



Verizon LTE 9:19 AM

< Confirm Details

Requesting Inspection for...

**Thursday, Mar 3, 2016**  
**08:00AM - 12:00PM**  
**1400 N Boulevard**  
 T, 33607

**Residential Building Trade Permit**  
 BLD-Insulation - Ceilings

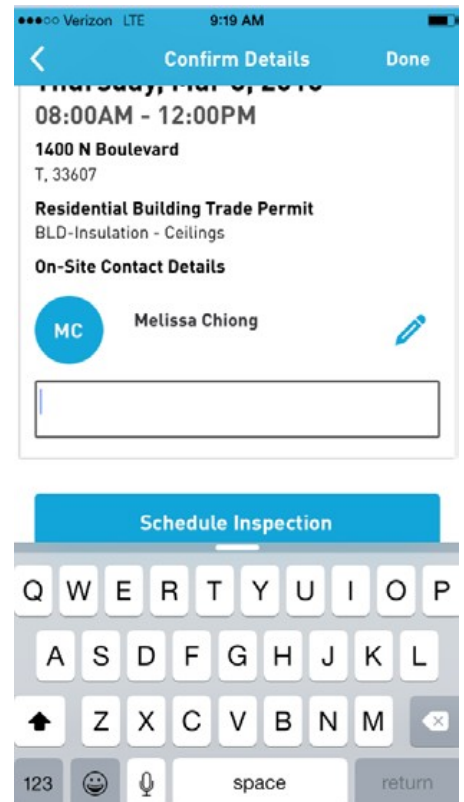
**On-Site Contact Details**

MC Melissa Chiong

Add notes for Inspector

Schedule Inspection

Enter the notes for the inspector.



Verizon LTE 9:19 AM

< Confirm Details Done

**Thursday, Mar 3, 2016**  
**08:00AM - 12:00PM**  
**1400 N Boulevard**  
 T, 33607

**Residential Building Trade Permit**  
 BLD-Insulation - Ceilings

**On-Site Contact Details**

MC Melissa Chiong

Schedule Inspection

Q W E R T Y U I O P  
 A S D F G H J K L  
 ↑ Z X C V B N M  
 123 123 123 space return

Select Schedule Inspection to schedule the inspection.

## CIVIC ID PASSWORD RESET

Civic ID user names and passwords are administered by Accela and not by Sonoma County PRMD. Sonoma County cannot reset Civic ID passwords.

If you forget your Civic ID, password, please go to <https://user.accela.com/>.

Click on Sign In at the top of the page.



Click on the Forgot Your Password Link:



## KNOWN ISSUES

Currently users must sign in and out to see updated information. Accela is working on a refresh option that will be available in a later version.